

---

**Drafting Notices of Adverse Actions Seminar  
November 5-7, 2002  
Columbia, South Carolina**

---

**Agenda**

---

**Tuesday, November 5, 2002**

8:00 - 8:15 A.m.	<b>Registration</b>
8:15 - 8:25 A.m.	<b>Welcome and Administrative Announcements</b>
8:25 - 8:40 A.m.	<b>Opening Remarks and Overview If the Course</b>
8:40 - 10:45 A.m.	<b>Review and Discussion of Proposal Notices</b>
10:45 - 12:30 P.m.	<b>Drafting a Proposal Notice</b>
12:30 - 2:00 P.m.	<b>Lunch</b>
2:00 - 3:30 P.m.	<b>Drafting Assignment- Proposal Notice</b>
3:30 - 3:45 P.m.	<b>Break</b>
3:45 - 5:30 P.m.	<b>Drafting Assignment- Proposal Notice (Continued)</b>
5:30 - 6:30 P.m.	<b>Reception</b>

**Wednesday, November 6, 2002**

8:30 - 10:45 A.m.	<b>Critique of Completed Assignment - Proposal Notice</b>
10:45 - 12:30 P.m.	<b>Review and Discussion of Decision Letters</b>
12:30 - 1:45 P.m.	<b>Lunch</b>
1:45 - 3:15 P.m.	<b>Drafting the Decision Letter</b>
3:15 - 3:30 P.m.	<b>Break</b>
3:30 - 5:30 P.m.	<b>Drafting Assignment - Decision Letter (Continued)</b>

**5:30 P.m.                                      Recess**

**Thursday, November 7, 2002**

**8:30 - 10:45 A.m.                              Critique of Completed Assignment -  
Decision Letters**

**10:45 - 12:00 P.m.                              Process Issues**

**12:00 -12:15 P.m.                              CLE/Course Evaluation**

**12:15 P.m.                                      Adjournment**